

NR 6-9936

W. J. [signature]

DD/S

MEMORANDUM FOR: Deputy Director (Plans)
Deputy Director (Intelligence)
Deputy Director (Support)
Special Assistant to the Director
for Planning and Coordination

The following memorandum from the Staff Secretary, The White House, to Mr. Dulles, is quoted for your information and guidance:

"The President has recently asked that I advise the appropriate senior officials with regard to the handling of communications (letters, messages, etc.) which may come to him or go out from him employing Departmental transmission channels.

"The procedure he would like to have followed, unless he is advised of specific reasons to the contrary, is that there should be no distribution whatever of such communications (other than to the head of the Department in person) until the President has given permission. He recognizes, of course, that there will be a certain minimum number of individuals in the communications rooms and Secretariat who accomplish the mechanical handling and dispatch of the communications.

"Unless hand-carried to the President by the head of the Department, communications of this kind should be directed to my office."

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No Change in Class. ☒

☐ De-classified

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Executive Assistant
to the Director

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